

SLOUGH BAPTIST CHURCH POLICY	Vacancy Policy
POLICY NUMBER: SBCP-01/29	



Primary Responsibility:	Church Secretary
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Issued:	Sept 2015
Status:	Final
Review every:	5 years
Next review date:	Sept 2020

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1 Purpose and scope

The purpose of this policy is to set out the Church's policy for the appointment of employees of the Church, except for ministerial appointments, for which there is a separate procedure .

2 Principles

The Church will use the current Guidelines on Employment provided by the Baptist Union as a basis when a vacancy arises for a non-ministerial employee.

A vacancy may arise when an existing employee steps down for any reason, or the church decides to appoint additional staff.

This procedure applies only to permanent posts.

When a vacancy arises, or if possible in advance, the Trustees will set up a vacancy sub committee which will include as a minimum the Church Secretary, a minister and two other members, to:

- Review the current guidelines provided by the Baptist Union on employment to make sure that the church is compliant with the guidance provided in these.
- Review and ensure compliance with equality legislation
- Draw up or review the post requirements and current or proposed job description and recommend changes to the Trustees if required
- Agree an appropriate line manager
- Advertise the post
- Review and Interview potential applicants
- Select the most suitable candidate

Once an applicant has been identified to fill the post the Church Secretary will:

- Send a letter offering the post to the chosen applicant, together with a contract of employment for them to sign and return and copies of the following church policies:
 - Equal opportunities
 - Disciplinary
 - Grievance procedure
 - Maternity/Paternity
 - Pensions
 - Poor performance
 - Redundancy
 - Staff appraisal
- Agree a start date
- Arrange for the new employee to have their responsibilities and duties explained to them by their line manager.